



NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Secretarial Assistant 1 (Non Stenographic)

LOCATION: Trenton, New Jersey
State Agriculture Development Committee

ISSUE DATE: August 24, 2016
CLOSING DATE: September 6, 2016
SALARY RANGE: \$49,263.43 - \$69,662.11
ANNOUNCEMENT NUMBER: 26-16
POSITION NUMBER: 095159

OPEN TO CURRENT STATE EMPLOYEES ONLY

POSITION DESCRIPTION

Provides executive secretarial support to the Executive Director and staff of the State Agriculture Development Committee, located in, but not of, the New Jersey Department of Agriculture. Direct responsibilities include the follow: Maintains a schedule of appointments and the daily engagement calendar of the Executive Director and for all SADC staff as needed; Manages two secretarial and administrative clerical staff; Assigns and instructs work as required; Conducts PAR reviews; Prepares letters on routine matters; Drafts and finalizes SADC meeting agendas in coordination with the Executive Director; Conducts post-SADC meeting actions which include typing meeting minutes, resolutions and correspondence; Ensures minutes are directed to the Governor's Office for review and approval; Updates general program information, appraisal data and other necessary information in Oracle database; Obtains pertinent material from the files and from other sources and puts it into usable form for the review and use of the executive office; Acts to relieve the office professional staff of detail by providing information to those requesting it, including division personnel, the representatives of state, local and other groups, organizations, and agencies, and to the general public in accordance with established policy; Maintains all confidential personal correspondence and other records and files; Maintains accurate SADC filing system for ready access and retrieval of information; Utilizes various types of electronic and/or manual recording and information systems used by the agency; Possess thorough knowledge of computer systems utilized in the SADC; Knowledgeable in the use of Microsoft Word, Excel, and Oracle database system; Does other related work as required.

REQUIREMENTS

EXPERIENCE: Five (5) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom-training hours or 30-semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform the essential duties of the position.

RESIDENCY LAW: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

**** AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

APPLICANT INFORMATION

Applicants should submit a cover letter including the announcement number, resume and transcripts by the closing date to: Heather Knox, Personnel Assistant 3, Human Resources, P.O. Box 330, Trenton, NJ 08625 or via e-mail to njdajobs@ag.state.nj.us.

POSTING AUTHORIZED BY:


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